



January 2010

September Guarantee 2010

**Guidance for local authorities and partners
(including their Connexions services, schools,
colleges, training providers and the Young People's
Learning Agency)**

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Introduction

1. It is our aim that all young people benefit from remaining in education or training at least to the age of 18. This not only supports them to improve their skills and qualifications, it also increases their chances of entering sustainable employment, improves their life chances and equips them with the personal and social skills they need to thrive throughout their lives. That is why we have legislated to raise the participation age to 18 in 2015.
2. Whilst the majority of young people make a successful transition to post-16 learning there is a small but significant minority (often the most vulnerable) who do not, or who drop out of learning between the ages of 16 and 17. Not only do they lose the opportunity to get skills and qualifications, but they are at greater risk of becoming NEET (not in education, employment or training) and negative outcomes later in their lives.
3. The September Guarantee aims to prevent young people from dropping out of learning by ensuring that every 16 and 17 year old has an appropriate offer of learning, by the end of September, that motivates them and allows them to progress. All young people who reached the statutory school leaving age in 2009 or 2010 are entitled to an offer under the Guarantee in 2010. Local authorities are responsible for ensuring that the Guarantee is met.
4. Whilst there are no major changes to the nature of the Guarantee in 2010, the transfer of responsibility for securing learning provision for 16-19 year olds from the Learning and Skills Council (LSC) means that for the first time this year, local authorities will have all the levers for delivering the Guarantee.
5. Authorities are also asked to pay particular attention to ensuring that:
 - i) they have accurate records on CCIS of all Y11 students and 17 year olds by end May so that the guarantee cohort can be accurately established;
 - ii) all Year 11 students and 17 year olds are contacted to discuss the Guarantee and their future plans before they leave school/college for the summer; and
 - iii) all those working with young people are clear about what is defined as 'an offer' under the Guarantee.
6. The Guarantee is monitored on the basis of firm offers of education and training made to young people. This is because it is about preparing young people for post-16 learning and galvanizing the whole system – schools, colleges, training providers, Connexions, and local authorities working with the YPLA - to work together to support and enable them to make the transition. This early engagement to offer young people a suitable place is crucial to keeping them motivated and engaged.
7. But, the Guarantee is not an isolated exercise. It is part of a wider process that includes making sure that all young people have '*intended destinations*', confirming that offers have been taken up, and, through the '*annual activity*

survey' that young people have settled into post-16 learning. The Guarantee also forms a key milestone within the commissioning cycle that will be set out in more detail in the National Commissioning Framework, helping to match supply and demand and providing important data to influence the ongoing process of commissioning provision.

8. The ultimate outcome that we are seeking from the Guarantee is increased numbers of young people participating in learning and reduced numbers who are NEET, helping to prepare for the raising of the participation age to 17 in 2013 and 18 in 2015.

Roles and responsibilities

9. Local Authorities – through their Children's Trusts and 14-19 Partnerships – are responsible for ensuring that all 16 and 17 year olds receive a suitable offer. The transfer of responsibility to local authorities for commissioning Connexions services in 2008, and for securing provision for 16-19 year olds to local authorities from 1 April this year, means that, for the first time, local authorities will be taking responsibility for all the levers for delivering the Guarantee. The key commissioning decisions that underpin the 2010 Guarantee will have been taken by the LSC, working closely with local authorities, who will be expected to negotiate with existing providers to meet extra demand for provision. This is set out in more detail in Paragraphs 28-29.

10. Partnership working is key to delivering the Guarantee. This will only be effective if Year 11 schools, support services, and post-16 learning providers (schools, colleges and independent training providers) are aware of the relevant processes, and that each has a clear understanding of its responsibilities and key delivery dates.

Good Practice – Partnership agreements

Setting up agreements with key partners, including schools, colleges and Connexions providers, can help to ensure that everyone plays their part. These agreements set out:

- their individual role and how they are expected to work with others
- what information they are expected to provide, and by when
- key milestones they are expected to meet
- how delivery will be monitored

Delivering the Guarantee

11. The foundations for successful transition will be laid throughout a student's secondary education, and intensify from Year 9. More targeted action to deliver the September Guarantee will take place during Years 11 and 12 (i.e. the last year of compulsory education, and the first year of post-compulsory education).

12. It is expected that the majority of Y11 students and 17 year olds will have agreed their next steps and have an offer of a suitable place before they leave school or college to take summer exams. Not only are young people much easier to contact whilst they are in school/college, but this also helps to:

- i) give young people a clear aim on which they can focus during the summer;
- ii) monitor the demand and supply of learning provision and allow maximum time for ensuring that any emerging gaps are addressed;
- iii) free up Connexions resources over the summer period to work intensively with those without an offer.

The three key milestones are set out below.

Key milestones

May 2010: 16 and 17 year old Guarantee cohorts established and 16 year old intended destinations recorded on CCIS

June 2010: Guarantee status of all 16 and 17 year olds established and recorded on CCIS

September 2010: All 16 and 17 year olds to either have a suitable offer of learning, or a recorded reason for an offer not being appropriate recorded on CCIS

13. Roles and responsibilities, and timing, are set out in more detail in annex 1. Local authorities should use this as a basis for local planning, and to agree accountabilities and key dates with schools, colleges, Connexions and other partners.

Case study – Guarantee Toolkit in the North West

The LSC and Connexions in the North West have jointly developed a September Guarantee toolkit in 2009. This includes good practice and a range of resources including a timetable, templates for schools to record information and pass to Connexions and letters to post-16 providers setting out their role.

This approach ensured that there was consistency across the region which was particularly important in an area where many young people cross administrative boundaries to learn and saved each authority from having to develop its own processes and resources.

<http://www.lsc.gov.uk/regions/NorthWest/Publications/Latestdocuments/Detail.htm?id=752eff7a-044d-4c2f-960c-f21e1c326cec>

Establishing the Guarantee cohort

Year 11 (16 year old) students

14. Each local authority is responsible for making an offer to young people who are due to reach the statutory school leaving age in 2010 and who are:

- in education in the authority area on 31 May 2010 (and who are, therefore, on the May PLASC);
- in custody in the authority area on 31 May 2010; or
- not on a school roll (including those who are home educated or missing education) and who live in the authority area.

Year 12 (17 year old) students

15. Each local authority is responsible for making an offer to young people who reached the statutory school leaving age in 2009 and who are:

- in learning in a school, college or learning provider located in the authority area on 31 May 2010;
- in custody in the authority area on 31 May 2010; or
- not in education or training and are resident in the authority area on 31 May 2010.

16. Young people in independent schools are entitled to an offer. However, it is expected that they will only be tracked for Guarantee purposes if they are working with Connexions and are recorded on CCIS.

Good practice – Updating CCIS

CCIS should already hold details of the students above, but it is good practice to check that records are up to date to ensure that:

- young people's contact details are checked before they leave school/college. This will reduce the number of young people who cannot be contacted and who, therefore, are at risk of missing out on an offer.
- that the most vulnerable young people, especially those not in school rolls, are recorded on CCIS.
- that every effort is made to trace those whose current activity is not known.
- that information on young people who left education in your area before the end of May have been passed to the authority where they are now resident.

17. The Guarantee cohort should **not** change after 31st May 2010 other than in exceptional circumstances (for example, someone being identified who wasn't previously known to Connexions, or the death of a young person). Any 16 year old that moves into the area after the 31st May remains the responsibility of the

authority where they were recorded on 31st May. Strict adherence to this is vital if young people who move between areas are to receive the offer to which they are entitled.

18. Local Authorities should ensure that their local CCIS systems are configured to continue to report on **all** those who were in the Guarantee cohort on 31st May until the end of September. This is particularly important for those young people whose lead authority changes in September 2010 because they have taken up learning in another authority area.

Intended destinations

19. Making sure that young people have information, advice and guidance about the post-16 options available to them, and that they are clear about what they want to do, are key elements of the Guarantee. Some areas have found it helpful to assess all year 11 students at the start of the year to identify those at risk of not making a successful transition, and to offer a mentor or targeted support if there are other barriers to overcome.

20. Schools should make sure that all young people have an intended destination, and that information is shared with Connexions providers. **It is expected that intended destinations will have been established for all Y11 pupils by Easter, and input to CCIS by end May.** Intended destinations should be updated if/when young people change their mind about what they want to do.

21. Whilst authorities are not required to conduct an 'intended destinations' exercise with 17 year olds, many choose to do so. This provides an excellent opportunity to make young people aware of the Guarantee, and to start early the process of identifying and applying for suitable opportunities for the following year. Other authorities may want to consider this approach.

Case study – Year 12 action in Berkshire

Connexions Berkshire sends all Year 12 students in schools and colleges a questionnaire in the Spring to find out what their plans are for the following year. These questionnaires are scanned into the Connexions database using OMR (Optical Mark Recognition) technology which avoids the needs for any manual input and allows immediate analysis for PAs.

Personal Advisers can quickly identify young people who intend to leave at the end of the year, advise them on their next steps, and help them to find a suitable place in learning for the following year. The data collected from young people is also used to inform planning, and as evidence of effective practice in inspections.

22. Information on intended destinations, recorded on CCIS, should then be used to:

- help local authorities, working with the YPLA, to inform the planning and commissioning of learning provision as part of the overall commissioning cycle. This is essential if there is to be sufficient and suitable provision to meet the Guarantee, and will become increasingly important as we move towards the Entitlements set out in 'Delivering 14-19 Reform: Next Steps';
- identify those who have yet to make a decision about their post-16 plans so that they can be given additional support.

The Offer

23. The Guarantee is of an offer, made by the end of September 2010, of a suitable place in education or training. The agreed start date can be after the end of September, but should be no later than January 2011.

The offer

To be deemed as 'suitable' and recorded on CCIS, the young person's PA must be satisfied that the offer is:

- of a place on a specific course that follows one of the 14-19 learning routes (Apprenticeship, Diploma, Foundation Learning or general qualifications); or other LA/YPLA funded learning;
- includes both the training element and a job or work placement where this is a condition of the young person taking up the place;
- is appropriate to the young person's individual needs. That means it must be at the right level; geographical location; occupational sector and learning method; and
- includes an agreed start date.

24. Young people who have secured employment with training to at least level 2 may also be counted as having received an offer.

25. The offer will normally be for full time learning, although exceptions should be made for young people who cannot attend full time learning because of health, childcare or other needs.

26. The following does not constitute an offer:

- a place on a waiting list;
- a 'blanket' offer made by a school to existing students, or by a training provider who guarantees a place to any young person not in learning. This provision may not be suitable for the young person;

- a training place that cannot be taken up because the young person does not have a job or work placement, such as an 'Apprenticeship' offer without a firm employer place.

27. There should be a particular focus on ensuring that young people who have additional needs receive a suitable offer; for example, those who:

- are disengaged from education, missing school or home educated;
- face significant barriers, such as learning difficulties or disabilities (LDD), care leavers or teenage parenthood;
- have low aspirations or little support from family.

Commissioning Provision

28. Local authorities will, from April 2010, be responsible for securing learning provision for 16-19 year olds. Commissioning of learning provision for the 2010/11 academic year has already been undertaken by the LSC, working closely with local authorities. Local authorities will be expected to negotiate with existing providers to meet any extra demand for provision needed to meet the Guarantee.

29. Provision for 2011/12 will be commissioned by local authorities, working closely with Sub-Regional Groups and Regional Planning Groups to ensure consistency and support across the wider area. Local authorities will be supported in this by the Young People's Learning Agency (YPLA), and the commissioning process will be set out fully in the National Commissioning Framework. When making any commissioning decisions local authorities will be required to take into account the needs of all young people, including their ages; abilities and aptitudes; any learning difficulties that they may have; the quality of provision; and the locations and times at which the learning is being provided. Data from the September Guarantee 2010, including intended destinations and young people who were not made an offer because of a lack of suitable provision, will provide essential input to this process.

Timing of offers

30. The timing of offers will vary from one area to another and will depend largely on local practice. This is why we have not set a single national profile for the number of offers to be made each month. However, local authorities are encouraged work with colleges – particularly those who made offers very late last year – to explore what can be done to bring forward their recruitment processes.

31. Whilst there will always be some young people who make a late decision about their post-16 choices, there will be many others who are clear about what they want to do and are confident of achieving the GCSE results they need to do it. Ensuring that these young people have their offers, and recording them on

CCIS, makes it easier to identify those who need additional support and where gaps in provision might be emerging.

Tracking offers made

32. Delivery of the Guarantee will be tracked using the Client Caseload Information System (CCIS) maintained by Connexions providers using the framework and definitions set out in [Annex 3](#). Tracking is not just about who has an offer, but also about what stage in the process each young person is at; ie if they have still to apply for learning, are waiting to hear the outcome of an application, or cannot be contacted. Local authorities must ensure that all personal advisers have a clear understanding of the tracking arrangements to make sure that information is recorded consistently, and input promptly so that data backlogs are not allowed to accrue.

Worked example: Guarantee tracking		
Action	Intended destination	Guarantee status
J would like to continue to study, but is undecided about what or where.	Undecided	Not yet applied for learning
J sees a course he would really like in the 14-19 prospectus and applies to the college.	FTE: college	Application awaiting outcome
J receives a letter from the college to say that the course is full, but offers to put his name on a waiting list. PA discusses alternative options, which J agrees to consider.	Undecided	No appropriate provision
J makes an application for a similar course, this time at a neighbouring school.	FTE: Other school	Application awaiting outcome
J receives an offer which he accepts.	FTE: Other school	Offer made
PA confirms on GCSE results day that J is happy with his choice and intends to take up the place offered.	FTE: Other school	Offer made

33. Tracking requires significant effort by local authorities, schools, colleges, training providers and Connexions, but is vital both to the delivery of the Guarantee and to providing young people with the support and advice they require all year round. Tracking can be made easier by putting in place clear arrangements for sharing at the earliest opportunity information on Year 11 and 12 students between learning providers and Connexions, including the applications they make and offers they receive. Local authorities are advised to discuss how and when information will be shared, and to set this out in writing with partners (see paragraph 8).

34. The Common Application Process (CAP), linked to the 14-19 area prospectuses, is key to simplifying the process and will offer an effective and timely means of tracking applications and offers made. It is our expectation that all areas will have plans in place to develop a post-16 CAP by 2011.

35. Some authorities had a high number of young people recorded as 'Guarantee status not known' throughout 2010. This made it very difficult to monitor progress, and risked young people who had not applied for learning, or could not find a suitable course, being overlooked. As such local authorities should endeavor to ensure that **all Year 11 students and 17 year olds have been contacted and their guarantee status recorded on CCIS by end June**. Many should, by this time, have received offers, whilst the remainder should be recorded as appropriate. Numbers with "no offer made" should decline steadily over the following months as they make applications and receive offers.

36. Although students educated in a local authority's area on 31st May remain their responsibility for Guarantee purposes, there will be some who reside in another authority area. Ideally, they will have received their offer before they leave education, but if not, a coordinated package of support should be put in place. There should be agreement on who gives that support – the former school/college, Connexions in the school area, or Connexions in the home area, once the young person has left learning.

Young people for whom an offer is not appropriate

37. There will be a small proportion of young people for whom an offer, by the end of September, is not appropriate. This might be because they have taken up employment, need additional support to prepare them for education and training, or are prevented by personal circumstances, such as illness, from applying for learning at this time.

38. Personal Development Opportunities (PDOs) are informal learning opportunities which provide a valuable stepping stone into formal education or training for those who are not yet ready. Often delivered by the 3rd sector, PDOs may include activities to raise confidence or self esteem, work tasters, re-engagement activities or life and social skills. Young people might undertake more than one PDO, and it is important that they are part of a planned programme which is clearly focused on progression to formal education or training when the young person is ready.

39. Young people who are offered a PDO, Entry to Learning or an Activity Agreement place, should be recorded separately for Guarantee purposes. They remain entitled to an offer of education or training when they are ready to progress. Until they do so, they will remain within the NEET group and they should continue to be supported by their Connexions adviser and integrated youth support services as appropriate.

“Results Day” action

40. “Results day” gives schools, colleges and Connexions providers an excellent opportunity to check that young people are intending to take up their offers, and to provide additional support to those whose results were better or less good than they hoped, and wish to reconsider their post-16 options. Clearing house events, where colleges and training providers are able to market their provision to young people have also proved an effective means of engaging those without an offer.

Following up offers made

41. Local authorities should set clear expectations with schools, colleges and training providers that they will inform Connexions of any 16 or 17 year old who does not take up the offer they have been made. It is good practice to expect this to be done within 1-2 weeks of the expected start date. Connexions services should then contact, at the earliest opportunity, any young person who did not take up their offer so that they can be helped to find an alternative place.

Annual Activity Survey

42. Connexions services also undertake a more detailed annual survey of all survey to establish the activity on 1 November of all young people completing Year 11. This is more detailed than the follow up above, and aims to identify young person’s settled activity; ie their activity 6-8 weeks after beginning their post-16 options. This can be used to identify those who took up offers but who left shortly afterwards and who should again be offered immediate support to find alternative provision.

43. The results of the survey are published each year in *Moving On: Pathways Taken by Young People beyond 16* and are made available on the Every Child Matters Website (<http://www.everychildmatters.gov.uk/resources-and-practice/IG00333/>). Connexions services will have this information at school level which can be used to assess the effectiveness of the action schools take to prepare young people for education and training beyond 16.

44. DCSF is exploring options for producing the equivalent of an activity survey for 17 year olds based on information already held on CCIS.

Monitoring delivery of the Guarantee

45. Local authorities should aim to ensure that all 16 and 17 year olds have either received an offer of a suitable place in learning by the end of September, or have a recorded reason for an offer not being appropriate.

46. The local authority is expected to monitor the number of Year 11 students still to receive an offer on a regular basis. They should establish the reason why young people are without an offer and take the lead on working with partners to address any barriers identified.

47. It is expected that the proportion of 16 and 17 year olds receiving an offer will increase each year as we move towards raising the participation age. Local authorities may wish to set their own targets and trajectories for the number of offers expected to be made at the end of each month against which performance can be monitored. DCSF will continue to place management information tables on the NCCIS website each month (from May 2010 onwards) which authorities can use to benchmark their performance against their statistical and geographical neighbours.

48. Authorities might also want to compare 2009 intended destinations with the actual destinations of 16 year olds to identify any groups of young people who are following a route that is different from that planned, and to inform the future commissioning of post-16 provision. This will support delivery of the entitlement and put authorities on a path to ensuring that all 16 and 17 year olds participate in 2015. This data should also be used by local authorities, Sub-Regional Groups and Regional Planning Groups to inform the 2011/12 commissioning process and ensure that young people's demand is met with suitable supply.

49. Because of the importance of the Guarantee and its links to raising the participation age, DCSF has asked Government Offices to monitor delivery closely throughout the summer/early autumn and to contact authorities who are not on track to meet the milestones set out in paragraph 9. Local authorities will also receive support on the commissioning process including access to data on patterns of provision and recruitment from the YPLA to help ensure that suitable provision is in place to meet the needs of every young person.

50. Whilst we are aiming to ensure that all young people receive an offer under the Guarantee, our ultimate aim is that they go on to take up that place and to obtain skills and qualifications that help them to go on into further education, higher education and sustainable employment. Data from the Annual Activity Survey will show what proportion of 16 year olds settled into learning, and this will be used alongside information on offers made to identify the proportion of young people who failed to take up offers and where they might be concerns about the quality of offers made. The impact of the Guarantee will also be assessed when Connexions' November – January NEET figures are made available.

Annex 1

	Local Authority	Pre-16 Schools	LA Connexions	Post-16 providers
Before May 2010 (prior to summer exams)				
Make all partners aware of their roles and responsibilities and key dates by which action should be taken. This should be set out in writing.	X			
Check that CCIS records for Y11 students align with January PLASC. Identify young people who are no longer on the school roll and record as appropriate on CCIS.		X	X	
Make sure that young people who have moved to another authority are known to Connexions in that area, and transfer any CCIS records to them.			X	
Inform all Y11 and 17 year olds students about the Guarantee and what they should do to ensure they get an offer		X	X	X
Identify young people at risk of not making the transition to post-16 learning, and provide additional support		X	X	X
Collect and record on CCIS information about Y11's intended destinations		X	X	
Share aggregated intended destinations information with local authority	X		X	
Review supply of learning provision in light of demand and address and emerging gaps	X			
Update the 14-19 prospectus to fully reflect the opportunities available to young people	X			
Identify 17 year olds whose courses are due to complete in 2010 and discuss next steps with them			X	X
Ongoing Information, Advice and Guidance (IAG) to give young people the information they need to apply for post-16 opportunities, with Targeted Youth Support (TYS) services engaged where barriers to learning are identified		X	X	X
Post-16 learning providers notify Connexions of offers made to young people		X		X
Check that CCIS records for Year 11 students align with May PLASC, and that contact details are up to date		X	X	
Identify young people leaving school without an offer, and agree who gives continued support throughout the summer		X	X	
Ensure that all intended destinations are input to CCIS by end May (key milestone)			X	

May – September	Local Authority	Pre-16 schools	LA Connexions	Post-16 providers
Offer intensive support with those who had not received an offer before leaving school			X	
Schools, colleges and training providers notify Connexions of offers made to young people			X	X
Action following GCSE results day to confirm provisional offers, and offer IAG to those wishing to change direction in light of their results.	X	X	X	X
Ongoing review of young people without an offer and the reason for this, with action agreed to address.	X		X	
Ongoing review of the supply of learning places, with additional provision commissioned if gaps are emerging	X		X	X
Ensure that the Guarantee status of all 16 and 17 year olds is recorded by end June (key milestone)	X		X	
September onwards				
Post-16 providers to alert Connexions to young people failing to take up offers				X
Follow up with young people who did not take up their offer to give further support to find an appropriate place.			X	
Notify neighbouring authorities where young people have moved between areas to learn			X	
Undertake the annual activity survey (activity on 1 November) to confirm that young people have settled into their chosen post-16 activity		X	X	X
Follow up with young people who have dropped out of learning in the first few weeks to give further support to find an appropriate place.			X	
Schools, colleges and independent learning providers to notify Connexions when young people leaving learning so that they can be contacted and helped to re-engage				X
All 16 and 17 year olds to have an offer, or a recorded reason for an offer not being appropriate, by end September (key milestone)	X		X	X

Example of stencil for collecting and recording information about young people's plans post-16

What next?

Connexions wants to make sure that you have something to do when you leave school. This information will enable us to keep in contact with you and to understand your needs.

Name	Date of Birth
Address	
Post code	Email address
Home telephone number:	Mobile phone number
Present school:	

1. What do you think you would like to do when you finish Year 11? We know that you may not have made up your mind yet, but please tick the box below to show which option you would most like to take. The information you give us will help us to make sure that there are suitable opportunities for you to take up in September.

	✓
Staying in 6 th form in this school	
Moving to another school 6 th form	
Going to 6 th form college	
Further education college	
Apprenticeship or work based training	
Job (I have a definite job arranged)	
Job (I have not yet found a job)	
Other (please see question 5)	
I have not yet made up my mind	

2. If you have already been offered a place at school, college or with an employer, please state:

Name of college/training provider/employer
Type of course or job

3. If you are planning to stay at school or college to study for further qualifications, please tell us:

Name of school or college you would like to attend
Course name

4. If you are hoping to find an apprenticeship, training opportunity or job, please tell us which occupational area you would like to work in (for example, engineering, clerical).

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5. If you plan to do something that isn't covered above, please tell us about it

Recording young people's Guarantee status on CCIS

Offer made	
Offer of education or training made	<p>The young person has an offer of a place to study:</p> <ul style="list-style-type: none"> - apprenticeship - diploma - general qualification (GCSE or 'A' level) - E2E/FLT progression pathway, or - other YPLA funded accredited qualifications (eg NVQs) <p>Or has been offered a job with training to Level 2.</p> <p>There must be an agreed start date which should be recorded on CCIS.</p> <p>Offers that are conditional on GCSE attainment may be counted, but should be reviewed once GCSE results are known.</p> <p>Do not include:</p> <ul style="list-style-type: none"> - offers that are made on condition of the young person finding a job or employer placement; - offers of personal development opportunities (see below). <p>CCIS will have the facility to record separately those with conditional and firm offers, and start dates before and after the end of October. Use of this is at local discretion.</p>
Continuing 2 year course	<p>17 year olds only</p> <p>Young people who are undertaking 2 year courses, or who are in employment with training to level 2 and who are expected to continue in the next year. Completion of this field will be automated using the young person's expected completion date.</p>
Offer of education or training not appropriate at this time	
Found employment	<p>Young people who have a firm offer of a job which they intend to take up (or have already started). This includes 17 year olds who are expected to remain in employment and who have not indicated that they wish to return to learning</p> <p>This includes jobs with locally recognised good quality training. Those who have been offered jobs without training, temporary or part time employment.</p> <p>Include all young people who might have gone into education or training, but who were not able to find a suitable place.</p> <p>Young people who want to go into employment, but who have not been offered a job, must <u>not</u> be recorded here.</p>
Personal Development	Young people who are not ready for formal learning and

Opportunity	<p>who have been offered a personal development opportunity, This might include re-engagement activities, work tasters, or life and social skills. Young people taking this path are entitled to an offer of education or training when they are ready.</p> <p>Young people in pilot areas who are offered a place in Entry to Learning or activity agreement should also be recorded here.</p> <p>Do not record young people who need a PDO, but who have not yet been made an offer. They should be recorded under one of the 'no offer made' categories below.</p>
Personal circumstances	<p>Other issues to solve before in a position to take up learning e.g. homelessness, custodial sentence, illness, pregnancy, caring responsibilities etc.</p> <p>It is expected that these young people will be engaged with targeted youth support services, and that they will be offered either a PDO or place in education or training when they are ready to progress.</p>
Other reason	<p>Young people for who an offer would not be appropriate for other reasons. This would include those who:</p> <ul style="list-style-type: none"> - have chosen to do some other activity, such as voluntary work; - are traveling or temporarily living outside England; - despite advice to the contrary, have made it clear that they will not consider any form of post-16 education or training and have not, therefore, submitted any applications.
No offer made	
No appropriate provision	<p>Young people who do not have an offer, and:</p> <ul style="list-style-type: none"> - cannot find a suitable course (including a PDO if appropriate), - applied for a course that is fully subscribed, and no additional places are being made available; - had their application rejected and not yet made a further application; - have been offered an apprenticeship place which they cannot take up until they have found a job; - are on a waiting list or who do not have a start date.
Not applied for learning	<p>Young people who do not have a job, or reason why they cannot take up education or training, and who:</p> <ul style="list-style-type: none"> - is undecided about what they want to do; - has not applied for a learning place (including a PDO if that is the most appropriate route).
Application awaiting outcome	<p>The young person has applied for a place in learning but the result is not yet known.</p>

Unable to contact	The young person is not known to have been made an offer by local schools/colleges/training providers (ie he/she does not appear on any list of those made an offer). Connexions has tried to contact the young person to discuss their next steps, but they have not responded to phone calls, letter, e-mails, text messages, home visits or any other attempted contact.
Unable to contact: moved away	The young person does not appear to have been made an offer by local schools/colleges/training providers (ie he/she does not appear on any list of those made an offer). The young person cannot be contacted as they are known to have moved away from the address held on CCIS and have not left a forwarding address.
Guarantee status not recorded	CCIS systems should default blank entries to this code to ensure that all 16 and 17 year olds are tracked.
Year 11 total	This should match the total number of Y11 students reported in the May cohort figure, including those not on any school roll. Numbers should remain constant May – September.
Year 12 total	This will show the whole 17 year old cohort including those in 2 year courses or employment. Numbers might change slightly from one month to the next as young people who are NEET or in employment move into or out of the area.